

## LINE WORKING SUPERVISOR

### DEFINITION

Under direction works with, coordinates and directs the work of a crew in connection with the construction and maintenance of overhead and underground electrical transmission and distribution systems and performs other related work as required.

### EXAMPLES OF DUTIES

1. Works with, coordinates and directs the work of a crew (a crew being two or more workers exclusive of the incumbent) in the installation, maintenance and operation of overhead and underground electrical transmission, distribution and street lighting systems with voltages up to and including 120 kV.
2. Performs high voltage switching, including working with energized high voltage equipment with approved hotline maintenance equipment, and takes necessary clearances and no-tests required to do work safely.
3. Requisitions materials and keeps time and materials records.
4. Drives and operates specialized vehicular equipment.
5. Assists in the supervision, training and evaluation of assigned staff.

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school and completion of an approved electrical lineworker apprenticeship.

Experience: Two years of recent and progressively responsible journey level lineworker experience in construction and maintenance of overhead and underground electrical transmission and distribution systems or equivalent.

#### Knowledge

Knowledge of the principles and practices of journey level linework in electrical transmission and distribution systems; materials, tools and methods used in electrical construction, installation and maintenance; State of California General Orders 95 and 128, Electrical Safety Orders, National Electrical Code and safe work practices and procedures and electrical tools and equipment.

#### Abilities

Ability to effectively plan, organize and direct the activities of a crew; estimate materials and work hours required to perform a job; install and maintain overhead and underground electrical systems; work in high places; operate specialized vehicular equipment; read and interpret electrical plans, drawings and sketches; interpret electrical codes and laws; maintain records; communicate effectively; establish and maintain effective working relationships with employees and the general public and assist in the supervision, training and evaluation of assigned staff.

#### Special Requirements

Willingness and/or ability to respond to after-hours emergency calls as required.

#### Other Requirements

Possession of a valid Class B-A State of California Driver's License (or possession of a valid Class C license at the time of employment and the ability to obtain Class B-A within six months of employment) and a satisfactory driving record as conditions of initial and continued employment. Employees in positions requiring a Class B-A license are subject to provisions of the Department of Transportation's drug and alcohol testing program.

## **PUBLIC WORKS COORDINATOR**

### **DEFINITION**

Under general direction, to perform administrative, professional and technical work for the Public Works Department, administers selective programs, performs special studies and does related work as required.

### **EXAMPLES OF DUTIES**

Establishes operating documentation and systems procedures for various projects including but not limited to City property management, property valuation, building and fire exit and safety enforcement; establishes the department's legislative response and implementation program; evaluates and establishes computer applications for various departmental programs; supervises the city pool car operation; prepares a variety of periodic and special reports for various state and federal agencies; researches and prepares a variety of special reports; makes presentations to City Council, Boards, Commissions and Committees.

### **DESIRABLE QUALIFICATIONS**

Any combination of experience and education equivalent to graduation from an accredited college or university with a degree in engineering, public administration, business administration, or a closely related field and three (3) years responsible experience in engineering, business or public administration.

### **KNOWLEDGES AND SKILLS**

Knowledge of the theories, principles, and methods associated with organization, management and system analysis; knowledge of research methods and report writing; working knowledge of city government and public works operations. Ability to evaluate operations, formulate programs and procedures, and implement operating systems; to communicate effectively with individual and groups; to work cooperatively with others; to read and interpret rules and regulations.

## **PUBLIC WORKS COORDINATOR**

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### **DEFINITION**

Under general direction, plans, organizes and supervises administration of assigned Public Works activities, programs and functions, and provides highly complex and responsible management assistance to the Public Works Director; is responsible for preparation, management, coordination, and administration of Public Works financial and fiscal activities and financial systems; performs other related work as required.

### **DISTINGUISHING FEATURES**

Work in this class is characterized by the department-wide scope of major Public Works operations or functions in assigned areas, and by responsibility for the planning, administration and operation of a variety of programs and projects within the Public Works Department. It is distinguished from that of lower classes by the high degree of responsibility, greater complexity of assignments received the requirement to operate at greater independence, extent of supervisory, managerial and/or administrative responsibilities, with the focus of managerial functions on program delivery operations and line staff supervision and/or defining and exploring critical opportunities and needs.

### **EXAMPLES OF DUTIES**

1. Develops and implements comprehensive Public Works programs, projects and activities of considerable complexity.
2. Plans, organizes and manages work in assigned functional areas such as integrated waste management, public works assets management, assessment district administration, and management of City properties and property valuation.
3. Plans, organizes, coordinates and manages the Public Works Department fiscal functions and services; monitors, tracks and coordinates modifications to revenue and expenditure budgets for all divisions.
4. Coordinates and oversees the work of assigned contractors and/or consultants.
5. Participates in the development and implementation of Public Works goals, policies and priorities; defines and explores critical opportunities and needs; measures, tracks, and reports on performance of departmental goals and objectives; evaluates cost-effective methods of service delivery.
6. Coordinates activities with other departments and agencies; provides information and assistance regarding Public Works matters, policies and procedures.
7. Negotiates, manages and administers contracts, leases, franchise agreements and associated amendments; prepares, administers and monitors grants.
8. Coordinates and oversees various reporting functions including those related to project and grant administration, performance measurements, accounts payable/receivable and bond accounting.
9. Serves as liaison to and represents the City to various agencies and community or professional groups; develops and pursues inter-agency service and shared revenue opportunities.
10. Prepares and reviews notices, agendas, minutes and other materials.
11. Prepares and presents various reports and studies including staff reports to the City Council, ordinances, resolutions and policy initiatives.
12. Interprets and ensures compliance with federal, state and local laws, regulations, codes, etc.
13. Provides staff support to boards, committees or commissions as assigned.
14. Supervises, trains and evaluates assigned staff.

### **EMPLOYMENT STANDARDS**

#### **Education/Experience**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Graduation from an accredited four-year college or university with major course work in public or business administration, finance or a related field.

**Experience:** Four years of increasingly responsible professional experience related to management of administrative and fiscal programs in local government, including experience in public works operations with responsibility for project planning, development and oversight, contract negotiation, budget preparation, and staff supervision.

Knowledge

Knowledge of principles and practices of public works operation and administration including asset management and leasing practices of public facilities and rights-of-way, integrated waste management, grant administration, and assessment district administration and establishment; principles and practices of public and business administration including organization, personnel and fiscal management, statistical concepts and methods, and general analytical procedures; applicable federal, state and local laws and regulations; safe work practices, procedures and regulations; municipal government organization and operations.

Ability

Ability to effectively plan, organize and supervise administration of assigned Public Works activities, programs and functions; develop and implement comprehensive Public Works programs, projects and activities; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; understand, interpret and apply federal, state and local laws and regulations related to public works; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; plan, administer and evaluate work programs and schedules; prepare complex technical studies and reports; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; develop, coordinate and administer complex departmental budgets with numerous funding sources and diverse programs; communicate effectively; establish and maintain effective working relationships with employees, officials, and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.